



NEW BUSINESS CHECKLIST

Starting a NEW business in Fountain? Use this checklist to help guide you through the process and access resources in order to get your business up and running.



fountain.colorado.gov/new-business-checklist

Created in association with:



*All timelines are estimated

PLANNING

1 STEP ONE: research & business plan

- ☐ Create a Business Plan
- ☐ Create a Financial Plan
- ☐ Get Assistance
- ☐ Get Training

HELPFUL RESOURCES

- ◆ Small Business Development Center (SBDC)
- ◆ SCORE
- ◆ Pikes Peak Library District (PPLD)
- ◆ National Institute for Social Impact

RECOMMENDED

- ◆ Accountant

2 STEP TWO: form your business

- ☐ Choose Business Legal Structure
- ☐ Register Business Name & Employer ID Number
- ☐ Register State & Local Tax
- ☐ Determine Special License Needs

KEY AGENCIES

- ◆ State Department of Revenue
- ◆ IRS
- ◆ MyBizColorado

RECOMMENDED

- ◆ Accountant
- ◆ Attorney

LOCATION (3-5 MONTHS*)

3 STEP THREE: choose your location

- ☐ Explore Location Needs, Ideals & Opportunity
- ☐ Check Water Availability
- ☐ Consider Zoning, Occupancy & ADA Compliance
- ☐ Pre-Application Meeting with City Planning

KEY AGENCIES

- ◆ Economic Development
- ◆ Regional Building Department (RBD)
- ◆ Utility Providers
- ◆ Fire Marshal
- ◆ County Public Health

RECOMMENDED

- ◆ Commercial Realtor
- ◆ General Contractor

4 STEP FOUR: site selection & approval

- ☐ Sign Your Contract or Lease
- ☐ Implement Zoning, Occupancy Changes or other permits if needed
- ☐ Acquire Land Entitlement

KEY AGENCIES

- ◆ Planning
- ◆ Regional Building Department (RBD)

RECOMMENDED

- ◆ Commercial Realtor
- ◆ General Contractor
- ◆ Architect

CONSTRUCTION (6-12 MONTHS*)

5 STEP FIVE: construction & permits

- ☐ Code Study
- ☐ Develop, Design, Submit & Review Construction Plans
- ☐ Acquire Permits for Building & Construction

KEY AGENCIES

- ◆ Planning
- ◆ Utility Providers
- ◆ Regional Building Department (RBD)
- ◆ Fire Marshal
- ◆ County Public Health

RECOMMENDED

- ◆ Architect
- ◆ General Contractor

6 STEP SIX: inspections

- ☐ Utility Inspection
- ☐ Fire Inspection
- ☐ County Health Inspection
- ☐ Meet Final Verification Codes & Requirements
- ☐ Licensing
- ☐ Open for Business!

KEY AGENCIES

- ◆ City Clerk
- ◆ Planning
- ◆ Regional Building Department (RBD)
- ◆ Fire Marshal
- ◆ County Public Health

OPERATION

7 STEP SEVEN: operation

- ☐ Understand employer responsibilities
- ☐ Understand insurance
- ☐ Understand incentive opportunities
- ☐ Understand resources available

KEY AGENCIES

- ◆ Small Business Development Center
- ◆ Chamber of Commerce
- ◆ State Department of Labor
- ◆ State Department of Revenue